

Student \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

**Benchmark 1:** DENTAL SCIENCE I  
**Standard 2:** DENTAL INSTRUMENTS

**Objective 02.03:** Identify Examination Instruments

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed:** Assorted examination instruments such as: mouth mirror, explorer, cotton pliers, periodontal probe, articulating paper, articulating paper holder.

PROCEDURE STEPS	SATISFACTORY
Carefully examine each instrument and consider the general classification. Write the complete name of each instrument or item, spell it correctly and give its uses.	
1. Name: Use:	
2. Name: Use:	
3. Name: Use:	
4. Name: Use:	
5. Name: Use:	
Comments:	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

**Benchmark 1:** DENTAL SCIENCE I  
**Standard 2:** DENTAL INSTRUMENTS

**Objective 02.04:** Identify Hand Cutting Instruments

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed:** Assorted hand cutting instruments such as: excavators, hoes, chisels, hatchets, gingival margin trimmers.

PROCEDURE STEPS	SATISFACTORY
Carefully examine each instrument and consider the general classification. Write the complete name of each instrument or item, spell it correctly and give its uses.	
1. Name: Use:	
2. Name: Use:	
3. Name: Use:	
4. Name: Use:	
5. Name: Use:	
Comments:	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

**Benchmark 1: DENTAL SCIENCE I**  
**Standard 2: DENTAL INSTRUMENTS**

**Objective 02.05: Identify Restorative Instruments**

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed:** Assorted restorative instruments such as: amalgam carrier, condensers, burnishers, carvers, amalgam knife, composite placement instruments, and plastic instruments.

PROCEDURE STEPS	SATISFACTORY
Carefully examine each instrument and consider the general classification. Write the complete name of each instrument or item, spell it correctly and give its uses.	
1.Name: Use:	
2. Name: Use:	
3. Name: Use:	
4. Name: Use:	
5. Name: Use:	
6. Name: Use:	
7. Name: Use:	
8. Name: Use:	
9. Name: Use:	
10. Name: Use:	
Comments:	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

**Benchmark 1:** DENTAL SCIENCE I  
**Standard 2:** DENTAL INSTRUMENTS

**Objective 02.06:** Identify Accessory Instruments

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed:** Assorted accessory instruments such as: cement spatulas, impression spatulas, scissors, dappen dish, amalgam well, howe pliers.

PROCEDURE STEPS	SATISFACTORY
Carefully examine each instrument and consider the general classification. Write the complete name of each instrument or item, spell it correctly and give its uses.	
1. Name: Use:	
2. Name: Use:	
3. Name: Use:	
4. Name: Use:	
5. Name: Use:	
6. Name: Use:	
7. Name: Use:	
8. Name: Use:	
9. Name: Use:	
10. Name: Use:	
Comments:	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Student \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

**Benchmark 1: DENTAL SCIENCE I**  
**Standard 2: DENTAL INSTRUMENTS**

**Objective 02.07: Identify and Attach Dental Handpieces**

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed:** Low-speed handpiece, straight attachment, contra-angle attachment, prophylaxis attachment, high-speed handpiece, ultrasonic handpiece.

<b>PROCEDURE STEPS: Assemble all materials needed onto a tray.</b>	<b>SATISFACTORY</b>
1. Identify and attach the low-speed handpiece to the dental unit, ensuring that the receptors are aligned and the handpiece fits correctly onto the correct line.	
2. Identify and attach the contra-angle attachment onto the straight attachment of the low-speed handpiece, insuring that the attachment is locked.	
3. Identify and attach the prophylaxis-angle attachment onto the straight attachment of the low-speed handpiece, ensuring that the attachment is locked.	
4. Identify and attach the high-speed handpiece to the dental unit, ensuring that the receptors are aligned and the handpiece fits correctly onto the correct line.	
5. Identify and attach the ultrasonic handpiece to the dental unit, ensuring that the receptors are alighted and the handpiece fits correctly onto the correct line.	
Comments:	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

**Benchmark 1: DENTAL SCIENCE I**  
**Standard 2: DENTAL INSTRUMENTS**

**Objective 02.08: Identify and Attach Burs for Rotary Cutting Instruments**

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed:** various types of rotary instruments, including carborundum, diamond, finishing, abrasives, and laboratory burs, low-speed handpiece, high-speed handpiece, contra-angle attachment, madrel.

<b>PROCEDURE STEPS: Assemble all materials needed onto a tray.</b>	<b>SATISFACTORY</b>
Identify specific dental burs by their name, number sequence and use.	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13. Attach friction-grip bur into the high-speed handpiece, ensuring that the bur is locked in place.	

14. Attach abrasive disc to the latch type mandrel correctly, ensuring that the disc is securely locked.	
15. Place a laboratory bur into the straight handpiece, ensuring that the bur is secured.	
Comments:	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Student \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

**Benchmark 1: DENTAL SCIENCE I**  
**Standard 3: DENTAL OFFICE**

**Objective 03.04: Perform Appropriate Morning and Evening Routines**

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed:** Control panel, treatment room, daily schedule, patient chart, barriers, restocking materials.

<b>PROCEDURE STEPS: Wash hands and don appropriate PPE.</b>	<b>SATISFACTORY</b>
1. Arrive 30 minutes before the first scheduled patient of the day.	
2. Turn on the master switches for the central air compressor and vacuum units.	
3. Turn on the master switches for the dental and radiograph units.	
4. Determine that the dental treatment rooms are ready for patient care.	
5. Recheck the appointment schedule of patients for the day to be certain that instruments, patient records, radiographs, and laboratory cases are all available as needed for planned treatments.	
6. Set up the treatment room for the first patient.	
<b>EVENING</b>	
1. Complete the treatment room exposure control cleanup and preparation protocols.	
2. Wear appropriate personal protective equipment (PPE) while emptying waste receptacles and placing fresh plastic liners.	
3. Turn off all equipment.	
4. Determine that treatment rooms are adequately stocked for the next day.	
5. Post appointment schedules for the next workday in the treatment areas.	
6. Check the appointment schedules to ensure that instruments, patient records, and laboratory work are ready for the next day.	
7. Determine that all contaminated instruments have been processed and the sterilization center has been cleaned.	
8. Determine that the treatment rooms are ready for use.	
9. Place any soiled PPE in the appropriate container.	
<b>COMMENTS:</b>	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

**Benchmark 1: DENTAL SCIENCE I**  
**Standard 3: DENTAL OFFICE**

**Objective 03.05: Admit, Seat and Dismiss the Patient**

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed:** Patient, patient chair, patient napkin, napkin chain, PPE.

<b>PROCEDURE STEPS: Wash hands and don appropriate PPE.</b>	<b>SATISFACTORY</b>
<b>ADMITTING PATIENT</b>	
1. Determine that the treatment room has been properly cleaned and prepared with the chair properly positioned and the patient's path cleared.	
2. Pleasantly greet the patient in the reception area by name, introduce your self, and request that the patient follow you to the treatment area.	
3. Initiate conversation with the patient.	
<b>SEATING THE PATIENT</b>	
1. Ask the patient to sit on the side of the dental chair and then swing his or her legs onto the base of the chair.	
2. Ask the patient to remove lipstick, glasses, and /or jewelry that may interfere with treatment. Place the patient's personal items in a safe place away from the procedure.	
3. Ask if the patient has any questions that you can answer about treatment for the day.	
4. Place the disposable patient napkin over the patient's chest, and clasp the corners using a napkin chain.	
5. Inform the patient before adjusting the chair. Make adjustments slowly until the patient and chair are in the proper position for the planned procedure.	
6. Position the operating light over the patient's chest and turn on.	
7. Review once again that all treatment room preparations are organized and set out.	
8. Wash hands and put on personal protective equipment.	
<b>DISMISSING THE PATIENT</b>	
1. Check the patient's face for smudges and debris. If these are present, gently remove them with a moist gauze sponge.	
2. Carefully remove the patient towel so that debris does not fall on the patient's clothing.	

3. While still gloved from patient care, alert the patient and slowly return the chair to the upright and low position.	
4. Provide post-treatment instructions as necessary.	
5. Remove gloves and wash hands.	
6. Return personal belongings to the seated patient.	
7. Release the chair arm, and if necessary, assist the patient form the chair.	
8. Escort the patient to the business office.	
9. Record treatment in patient chart and return records to the business office.	
<b>COMMENTS:</b>	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

**Benchmark 1: DENTAL SCIENCE I**

**Standard 3: DENTAL OFFICE**

**Objective 03.06: Demonstrate Correct Principles of Team Positioning**

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed:** Patient chair, assistant stool, operator stool, dental unit.

<b>PROCEDURE STEPS: Wash hands and don appropriate PPE.</b>	<b>SATISFACTORY</b>
<b>POSITIONING THE OPERATOR</b>	
1. Set as far back as possible, with front edge of stool just touching the backs of the knees.	
2. Thighs are parallel to the floor or knees slightly lower than the hips.	
3. Feet are flat on the floor and not crossed.	
4. Backrest of chair is positioned to support lower portion or small of the back.	
5. Height of patient chair is maintained to allow operator's forearms to be parallel to the floor when bent at the elbow.	
<b>POSITIONING THE DENTAL ASSISTANT</b>	
1. Set well back on the stool.	
2. Position as close as possible to the patient chair.	
3. Legs parallel to patient chair.	
4. Eye level is four to six inches above that of the operator.	
<b>OPERATING ZONES FOR RIGHT HANDED DENTIST</b>	
1. Identify the twelve o'clock position.	
2. Identify the operator's zone.	
3. Identify the transfer zone.	
4. Identify the assistant's zone.	
5. Identify the static zone.	
<b>COMMENTS:</b>	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

**Benchmark 1: DENTAL SCIENCE I**

**Standard 3: DENTAL OFFICE**

**Objective 03.07: Use the Dental Mirror and Instruments Intraorally**

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed:** Basic set-up, Patient light.

<b>PROCEDURE STEPS: Wash hands and don appropriate PPE.</b>	<b>SATISFACTORY</b>
1. Seat and position the patient in the patient chair in a supine position.	
2. Turn on and position the dental light. Keep the light at arm's length away from the oral cavity, and have it coming slightly from your non-dominant shoulder.	
3. Position yourself as the operator.	
4. Using a pen grasp, pick up the mirror with your non-dominant hand, and the explorer with your dominant hand.	
5. Instruct your patient to open his or her mouth and turn toward you to begin exploration of the upper right quadrant.	
6. Establish a fulcrum close to the area that you will be exploring with your instrument.	
7. Adapt the explorer to the most posterior tooth in the upper-right quadrant.	
8. Position the dental mirror for retraction to obtain better visualization.	
9. Follow around the tooth with the mirror and explore and examine all surfaces through visualization and touch.	
10. Position the dental mirror for indirect vision of the lingual aspect of the maxillary central incisors.	
11. Position the dental mirror for light illumination on the lingual aspect of the Mandibular central incisors.	
12. Repeat steps 6-8 for each quadrant of the oral cavity.	
COMMENTS	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Student \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

**Benchmark 1: DENTAL SCIENCE I**

**Standard 3: DENTAL OFFICE**

**Objective 03.08: Transfer Instruments Using Single Handed Technique**

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed:** Tray set-up, PPE.

<b>PROCEDURE STEPS: Wash hands and don appropriate PPE.</b>	<b>SATISFACTORY</b>
1. Pick up the instrument from the tray setup using the thumb, index finger, and middle finger of left hand.	
2. Grasp the instrument at the end of the handle opposite the working end.	
3. Transfer the instrument from the tray into the transfer zone, ensuring that the instrument is parallel to the instrument in the operator's hand.	
4. Using the pinky of the left hand, retrieve the instrument from the operator, tucking in the instrument toward the palm.	
5. Position the new instrument firmly into the operator's fingers.	
6. Place the used instrument back on the tray setup into its correct position of use.	
<b>COMMENTS:</b>	

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

**Benchmark 1: DENTAL SCIENCE I**  
**Standard 3: DENTAL OFFICE**

### **Objective 03.09: Transfer Instruments Using Two-Handed Technique**

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed:** Hinged instruments.

<b>PROCEDURE STEPS: Wash hands and don appropriate PPE.</b>	<b>SATISFACTORY</b>
1. Using the right hand, grasp the instrument on the tray setup close to the working end with the thumb and first two fingers.	
2. With the left hand, retrieve the used instrument from the operator, using the reverse palm grasp to hold the instrument before placing it back on the tray.	
3. Deliver the new instrument to the operator so that it is oriented with the working end in the appropriate position.	
4. Return the used instrument to its proper position on the tray.	
Comments:	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

**Benchmark 1: DENTAL SCIENCE I**

**Standard 3: DENTAL OFFICE**

**Objective 03.10: Perform Moisture Control**

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed:** Sterile HVE tip, plastic barrier cover for HVE handle and hose, cotton rolls, basic set-up, air-water syringe.

<b>PROCEDURE STEPS: Wash hands and don appropriate PPE.</b>	<b>SATISFACTORY</b>
<b>POSITIONING THE HIGH-VOLUME EVACUATOR</b>	
1. Place the HVE tip in the holder by pushing through the plastic barrier.	
2. Use the HVE tip or a mouth mirror to gently retract the cheek or tongue.	
3. <b>For mandibular site</b> , place a cotton roll under the suction tip.	
4. Place the bevel of the HVE tip as close as possible and parallel to the buccal or lingual surface and extends slightly beyond the occlusal surface of the tooth being prepared.	
5. <b>For anterior site</b> when the dentist is preparing the tooth from the lingual aspect, position the HVE tip so that it is parallel to the facial surface and slightly beyond the incisal edge.	
6. <b>For anterior site</b> when the dentist is preparing the tooth from the facial aspect, position the HVE tip parallel to the lingual surface and slightly beyond the incisal edge.	
<b>PLACING COTTON ROLLS</b>	
1. <b>For maxillary placement</b> have the patient turn toward you with the chin raised.	
2. Using the cotton pliers, pick up a cotton roll so that it is positioned evenly with the beaks of the cotton pliers.	
3. Transfer the cotton roll to the mouth, and position it securely in the mucobuccal fold closest to the working field. You may use your finger to push the cotton roll farther into the mucobuccal fold.	
4. <b>For mandibular placement</b> have the patient turn toward you with the chin lowered.	
5. Using the cotton pliers, pick up a cotton roll so that it is positioned evenly with the beaks of the cotton pliers.	
6. Transfer the cotton roll to the mouth, and position it securely in	

the mucobuccal fold closest to the working field. You may use your finger to push the cotton roll farther into the mucobuccal fold.	
7. Carry the second cotton roll to the mouth, and position it in the floor of the mouth between the working field and the tongue. Have the patient lift the tongue during placement and then relax, to help secure the cotton roll in position.	
<b>REMOVING COTTON ROLLS</b>	
1. At the completion of the procedure, remove the cotton roll before the full-mouth rinse. If the cotton roll is dry, moisten it with water from the air-water syringe.	
2. Using cotton pliers, retrieve the contaminated cotton roll from the site.	
3. If appropriate for the procedure, perform a mouth rinse.	
Comments:	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

**Benchmark 1: DENTAL SCIENCE I**  
**Standard 3: DENTAL OFFICE**

**Objective 03.11: Perform a Mouth Rinse**

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed:** HVE tip, saliva ejector, air-water syringe.

<b>PROCEDURE STEPS: Wash hands and don appropriate PPE.</b>	<b>SATISFACTORY</b>
1. Decide which oral evacuation system would be best for the rinsing procedure.	
2. Grasp the air-water syringe in your left hand and the HVE or saliva ejector in your right hand.	
<b>LIMITED-MOUTH RINSE</b>	
1. Turn on the suction, and position the tip toward the site for a limited area rinse.	
2. Spray the combination of air and water onto the site to be rinsed.	
3. Suction all fluid and debris from the area, being sure to remove all fluids.	
4. Dry the area by pressing the air button only.	
<b>FULL-MOUTH RINSE</b>	
1. Have the patient turn toward you.	
2. Turn on the HVE or saliva ejector and position it in the vestibule of the patient's left side.	
3. With the HVE or saliva ejector tip positioned, direct the air-water syringe from the patient's maxillary right across to the left side, spraying all surfaces.	
4. Continue down to the mandibular arch, following the same sequence from right to left.	
Comments:	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

**Benchmark 1: DENTAL SCIENCE I**  
**Standard 3: DENTAL OFFICE**

**Objective 03.13: Demonstrate the Neutral Working Position and Exercises That Can Strengthen Muscles and Reduce Fatigue**

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed:** Assistant stool, operator stool.

PROCEDURE STEPS	SATISFACTORY
1. Set upright with weight evenly distributed.	
2. Legs separated with feet flat on the floor when working as an operator, or flat on the footrest of the assistant's stool.	
3. Back pressed against the back of the chair for lumbar support.	
4. Hips lean forward to rotate the pelvis backward.	
<b>HAND EXERCISES</b>	
1. With hands held out in front of the body, slowly open and close hands, going from a completely open position to a completely closed position, which ends with the fingers tucked into the palm.	
2. Hold one arm out in front of the body with hand extended. With the fingers of the other hand, gently pull back on the extended fingers to increase the stretch.	
<b>EYESTRAIN EXERCISE</b>	
1. Look up from the task and focus eyes at a distance for about 20 seconds. Practice frequently.	
<b>BACK EXERCISE</b>	
1. Let the head move down slowly, allow the arms and head to fall between the knees, hold for a few seconds, and then rise slowly by contracting the stomach muscles and rolling up. Bring the head up last.	
<b>NECK EXERCISE</b>	
1. Tilt the head from right to left and from forward to backward without forcing the motion beyond the range of comfort.	
<b>SHOULDER EXERCISE</b>	
1. Pull shoulders up toward the ears and then roll them backward and forward in a circular motion.	

Student's Signature: \_\_\_\_\_

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Date: \_\_\_\_\_

Student \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

**Benchmark 1: DENTAL SCIENCE I**  
**Standard 4: DISEASE TRANSMISSION**

**Objective 04.05 Handwash before Gloving**

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed:** Sink with running water, liquid soap in a dispenser, nailbrush or orange stick, paper towels in a dispenser.

PROCEDURE STEPS	SATISFACTORY
1. Remove all jewelry, including watch and rings.	
2. Use the foot or electronic control to regulate water flow. If foot control is not available, use a paper towel to grasp the faucets to turn them on. Discard the towel after use.	
3. Wet hands, apply soap and lather using a circular motion with friction while holding your fingertips downward.	
4. Vigorously rub together the lathered hands under a stream of water to remove surface debris.	
5. Apply more soap, and vigorously rub together lathered hands for a minimum of 10 seconds.	
6. Rinse hands with cool water.	
7. Use a paper towel to dry the hands thoroughly, and then dry the forearms.	
8. If water faucets are not foot-operated, turn off the faucet with a clean paper towel.	
Comments:	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Student \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

**Benchmark 1: DENTAL SCIENCE I**  
**Standard 4: DISEASE TRANSMISSION**

**Objective 04.06 Demonstrate Use of PPE**

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed:** Protective clothing, surgical mask, protective eyewear, gloves.

PROCEDURE STEPS	SATISFACTORY
<b>Putting on Personal Protective Equipment</b>	
1. Put on your protective clothing over your uniform, street clothes, or scrubs.	
2. Put on face mask, and adjust the fit.	
3. Put on your protective eyewear.	
4. Thoroughly wash and dry your hands.	
5. Hold one glove at the cuff, place your opposite hand inside the glove, and pull it onto your hand. Repeat with a new glove for your other hand.	
<b>Removing Personal Protective Equipment</b>	
1. Use one gloved hand to grasp the other glove at the outside cuff. Pull downward, turning the glove inside out as it pulls away from your hand. Hold the freed glove.	
2. For the other hand, use your ungloved fingers to grasp the inside (uncontaminated area) of the cuff of the remaining glove. Pull downward to remove the glove, turning it inside out and encasing the first glove.	
3. Discard the gloves into the waste receptacle.	
4. Wash and thoroughly dry hands.	
5. Remove eyewear by touching it only on the ear rests.	
6. Place the eyewear on a disposable towel until it can be properly cleaned and disinfected.	
7. Slide the fingers of each hand under the elastic strip in front of your ears and remove the mask. Discard the mask into the waste receptacle.	
8. Pull the gown off, turning it inside out as it comes off. Be careful not to allow the gown to touch underlying clothes or skin. Place in contaminated clothes receptacle.	
Comments:	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

### **Benchmark 1: DENTAL SCIENCE I** **Standard 5: STERILIZATION TECHNIQUES**

#### **Objective 05.03 Perform Treatment Room Preparation, Cleaning and Disinfection**

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed:** PPE, including utility gloves, goggles and a mask, plastic surface barriers, contaminated surfaces in dental treatment room, intermediate-level surface cleaner/disinfectant, Sani-wipes (optional), and paper towels.

<b>PROCEDURE STEPS</b>	<b>SATISFACTORY</b>
<b>Placing Barriers in a Decontaminated Treatment Room</b>	
1. Select the appropriate surface barriers to be placed over the clean surfaces.	
2. Place each barrier over the entire surface to be protected. Check that the barrier is secure and will not come off.	
3. Surfaces typically protected with barriers include: <ul style="list-style-type: none"><li>-Headrest on dental chair</li><li>-Control buttons on dental chair</li><li>- Light handles</li><li>- Light switches</li><li>- Evacuator hoses and controls</li><li>- X-ray control switches</li><li>- Air-water syringe handles</li><li>- Dental –unit control touch pads</li><li>- Patient mirror handles</li><li>- Handle on light-curing device</li><li>- Switch on amalgamators or other automatic mixing device</li><li>- Drawer handles</li><li>- Adjustment handles on operator and assistant stools</li><li>- Bracket table</li><li>- Dental handpiece hoses</li></ul>	
<b>Removing Barriers from a Contaminated Treatment Room</b>	
1. Don utility gloves, protective eyewear, and protective clothing.	
2. Carefully remove each cover without touching the underlying surface with either the utility glove or the contaminated outside of the barrier.	
3. Discard the used covers in the regular waste trash.	

<b>Treatment Room Cleaning and Disinfection</b>	
1. Make sure that the precleaning/disinfecting product has been prepared correctly and is fresh. Be certain to read and follow the manufacturer's instructions.	
2. To preclean, spray the paper towel or gauze pad with the product and vigorously wipe the surface. Sani-cloth type products may be used for this step.	
3. To disinfect, spray the surface with the product. Let the surface remain moist for the manufacturer's time (usually 10 minutes).	
4. Wash, disinfect, and remove your utility gloves.	
5. Wash and dry your hands, then apply fresh surface covers for the next patient.	
6. If the surface is still moist after the kill time and you are ready to seat another patient, you may wipe the surface dry.	
7. Use water to rinse any residual disinfectant from surfaces that will come in contact with the patient's skin or mouth.	
8. Place barriers for next patient.	
Comments:	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

**Benchmark 1: DENTAL SCIENCE I**  
**Standard 5: STERILIZATION TECHNIQUES**

**Objective 05.04 Clean the Evacuation System**

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed:** PPE, Evacuation system, enzymatic cleaner, reservoir

<b>PROCEDURE STEPS: Wash hands and don appropriate PPE.</b>	<b>SATISFACTORY</b>
1. Clean the evacuation system daily or after surgical procedures.	
2. Following manufacturer's recommendations, prepare the enzymatic cleaner. (1/2 oz. solution to 1/2 gallon water).	
3. Open the valves to the HVE and/or saliva ejector and intermittently dip the hoses into the cleaning solution.	
4. Aspirate entire dilute solution through the system.	
5. Return supplies to designated area.	
Comments:	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

**Benchmark 1: DENTAL SCIENCE I**  
**Standard 5: STERILIZATION TECHNIQUES**

**Objective 05.05 Operate the Ultrasonic Cleaner**

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed:** PPE, including face mask, goggles, and utility gloves, ultrasonic cleaning unit, instrument s, ultrasonic solution, clean towel.

PROCEDURE STEPS	SATISFACTORY
1. Put on protective clothing, mask, eyewear, and utility gloves.	
2. Remove lid from the ultrasonic unit.	
3. Be certain the ultrasonic unit has been filled with solution to the level recommended by the manufacturer.	
4. Place loose instruments in the basket, or if using cassettes, place the cassette in the basket.	
5. Replace the lid and turn the cycle to "On." The time of the cycle may vary depending on the efficiency of the ultrasonic unit. The time ranges from 5 to 15 minutes.	
6. After the cleaning cycle, remove the basket and thoroughly rinse the instruments in a sink under tap water with minimal splashing. Hold the basket at an angle to allow water to run off tin to the sink to minimize splashing.	
7. Gently turn the contents of the basket onto a towel.	
8. Replace the basket and place the lid on the ultrasonic unit.	
9. Transport instruments to the instrument preparation and packaging area in preparation for sterilization.	
Comments:	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

**Benchmark 1: DENTAL SCIENCE I**  
**Standard 5: STERILIZATION TECHNIQUES**

**Objective 05.06 Autoclave Instruments**

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed:** PPE, including face mask, goggles and utility gloves, autoclaving wrapping materials or biofilm bags, process integrator, autoclave tape, pen or pencil, oven mitt.

<b>PROCEDURE STEPS: Wash hands and don appropriate PPE</b>	<b>SATISFACTORY</b>
<b>Preparing the instruments.</b>	
1. Instruments must be clean, but not necessarily dry, before wrapping for autoclaving.	
2. Non-stainless instruments and burs may be dipped in a corrosion inhibitor solution before being wrapped.	
3. Insert the process integrator into the package.	
4. Package, seal, and label the instruments.	
<b>Loading the Autoclave</b>	
1. Place bagged and sealed items into the autoclave leaving adequate space to permit free flow of steam.	
2. Place larger packs at the bottom and never overload the autoclave.	
<b>Operating the Autoclave</b>	
1. Ensure that an adequate supply of water is available, if not fill the autoclave reservoir with distilled water.	
2. Close and secure the autoclave door.	
2. Select the preset cycle for "bagged" instruments.	
3. Press start to begin cycle.	
4. At the end of the sterilization cycle the autoclave will vent the steam and the door will automatically open.	
5. Allow the contents of the autoclave to dry and cool.	
<b>Reassemble and Store the Trays</b>	
1. Wash hands and put on clean examination gloves for handling sterile packs and reassembling trays.	
2. Remove sealed from the sterilizer and place them in the clean area.	
3. Place the sealed packs on the tray, and add the supplies necessary to perform the procedure.	

4. Store the prepared tray in the clean area until needed in the treatment room.	
Comments:	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

**Benchmark 1: DENTAL SCIENCE I**  
**Standard 5: STERILIZATION TECHNIQUES**

**Objective 05.07 Sterilize Instruments with Chemical Liquid**

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed:** PPE, including mask, eyewear, protective clothing and utility gloves, contaminated instruments that cannot be heat sterilized, liquid chemical sterilant, sterile instrument tongs (optional), sterile rinse water.

<b>PROCEDURE STEPS: Wash hands and don appropriate PPE</b>	<b>SATISFACTORY</b>
<b>Prepare the Solution</b>	
1. Following manufacturer's instructions prepare the solution for use as a sterilant.	
2. Label the container with the name of the chemical, the date of preparation and other information that relates to the hazards of the product.	
3. Cover the container and keep it closed unless you are putting instruments in or taking them out.	
<b>Use the Solution</b>	
1. Preclean, rinse, and dry items to be processed.	
2. Place the items in a perforated tray or pan.	
3. Place the tray in the solution, and cover the container. Sterile tongs may be used as an alternative to steps 2 and 3.	
4. Be certain that all items are fully submerged in the solution for the entire required contact time.	
5. Remove the cover, lift out the tray with the sterilized instruments.	
6. Rinse processed items thoroughly with sterile water and dry with sterile towel.	
7. Place items in clean package.	
<b>Maintain the Solution</b>	
1. Periodically test the glutaraldehyde concentration of the solution with a chemical test kit.	
2. Replace the solution at the end of the use-life or when the solution is visibly dirty.	
3. When replacing the solution, discard all of the used solution, clean the container with a detergent, rinse with water, dry and fill the container with a fresh solution.	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

**Benchmark 1: DENTAL SCIENCE I**  
**Standard 5: STERILIZATION TECHNIQUES**

**Objective 05.08 Sterilize the Dental Handpiece**

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed:** PPE, sterilizable handpiece, bur, ultrasonic cleaner, lubricant, cotton swab, and isopropyl alcohol.

<b>PROCEDURE STEPS: Wash hands and don appropriate PPE</b>	<b>SATISFACTORY</b>
1. Before removing the handpiece from the hose, with the bur still in the chuck, wipe any visible debris from the handpiece.	
2. Operate the handpiece for approximately 10 to 20 seconds to flush water and air into the lines.	
3. Remove the bur from the handpiece and then the handpiece from the hose.	
4. Follow the manufacturer recommendations for sterilization procedure.	
5. General Guidelines are to scrub the handpiece thoroughly under running water with a brush and soap/detergent cleaner.	
6. If the handpiece requires pre-sterilization lubrication, use a handpiece cleaner with a lubricant, if not use a cleaner that does not contain a lubricant.	
7. Reattach the handpiece to an air hose, and blow out the excess lubricant from the rotating parts. Be sure to have a bur in place any time you are running a handpiece.	
8. Use a cotton tipped applicator or 2 X 2 dampened with isopropyl alcohol and wipe away excess lubricant from the outside of the handpiece. Remove handpiece from hose.	
9. Place clean, dry handpiece into sterilization package and process according to the manufacturer's instruction.	
10. After the heat cycle, allow the bagged handpiece to cool and dry. Never run a handpiece hot, it will ruin the turbines.	
11. Follow any other specific manufacturer's instructions. Store sterilized handpiece.	
Comments:	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

**Benchmark 1: DENTAL SCIENCE I**  
**Standard 6: OCCUPATIONAL HEALTH AND SAFETY**

**Objective 06.05 Use MSDS to create an Appropriate Label for a Secondary Container**

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed:** MSDS for product to be labeled, pen, NFPA chemical label.

PROCEDURE STEPS	SATISFACTORY
1. Write the manufacturer's name and address on the label.	
2. Write the name of the chemical(s) and the "target organ" on the label.	
3. Write the appropriate health hazard code in the blue diamond.	
4. Write the appropriate flammability and explosion code in the red diamond.	
5. Write the appropriate reactivity code in the yellow diamond.	
6. Write the specific hazard warning in the white diamond.	
7. Attach the chemical label to the secondary container.	
Comments:	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

**Benchmark 1: DENTAL SCIENCE I**  
**Standard 6: OCCUPATIONAL HEALTH AND SAFETY**

**Objective 06.06 Clean up a Spill of Potentially Infectious Material**

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed:** PPE, including face mask, goggles, protective clothing, utility gloves, potentially infectious spill, intermediate level surface disinfectant, paper towels.

<b>PROCEDURE STEPS: Wash hands and don appropriate PPE</b>	<b>SATISFACTORY</b>
1. Apply the intermediate level surface disinfectant to the spill.	
2. Utilizing a large wad of paper towels, and working from the outside in, soak up or wipe the infectious spill. Make sure not to get the material on your gloves.	
3. Dispose of the wad of paper towels in the biohazard container.	
4. Spray the site with enough intermediate level surface disinfectant to remain moistened for at least 10 minutes.	
5. At the end of the recommended time, dry with paper towel.	
6. Wash and remove your utility gloves and process through autoclave.	
7. Wash and dry hands and remove remaining PPE. Place protective clothing/labcoat in the laundry container.	
Comments:	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTANT PERFORMANCE SKILLS CHECKLIST

**Benchmark 1: DENTAL SCIENCE I**  
**Standard 6: OCCUPATIONAL HEALTH AND SAFETY**

**Objective 06.07 First Aid after an Exposure Incident**

### Performance Rating Scale

The student is to perform each step in the evaluation in a timely manner. If the student **skips a step, needs help or does not complete EACH step satisfactorily**, the student cannot receive credit and **MUST** repeat the **ENTIRE** procedure.

### Materials Needed

Gloves, antiseptic soap, antiseptic, and bandages.

Procedure Steps	Satisfactory
1. Stop operations immediately after incident occurred.	
2. Report the exposure incident to the employer or supervisor	
3. Remove your gloves.	
4. If the area of broken skin was bleeding, gently squeeze the site to express a small amount of visible blood.	
5. Wash hands thoroughly, using antimicrobial soap and warm to hot water.	
6. Dry the hands and apply a small amount of antiseptic to the affected area.	
7. Apply an adhesive bandage to the area.	
8. Complete incident report with applicable information.	
9. Using the incident report document medical and follow-up procedures.	
Comments:	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student \_\_\_\_\_ Period \_\_\_\_\_

## CLINICAL DENTAL ASSISTING PERFORMANCE SKILLS CHECKLIST

**Benchmark 1: DENTAL SCIENCE I**  
**Standard 6: OCCUPATIONAL HEALTH AND SAFETY**

**Objective 06.08 Hepatitis B Vaccination**

**Performance Rating Scale:** The student is to perform each step in the evaluation. If the student **does not** perform a step, or requires help, the student **cannot** receive credit and **must** repeat the entire procedure. Skill must be performed in a timely manner.

**Materials Needed: Complete the vaccination OR the declination form.**

PROCEDURE STEPS	SATISFACTORY
<b>Receiving the Hepatitis B Vaccination</b>	
1. Set up appointment for the Hepatitis B vaccination series.	
2. Receive the first immunization and return a copy of the immunization record to the instructor.	
3. Receive the second immunization one month later. You are only 80 percent inoculated at this point.	
4. Receive the third immunization six months from the first immunization.	
5. Optional: Antibody testing can be completed at this point to see if your immune system has built up the necessary antibodies to fight the Hepatitis B virus.	
<b>OR Declination of the Hepatitis B Vaccination</b>	
1. Complete the Hepatitis B Vaccination declination form and return to the instructor.	
Comments:	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_